

IRRIGATION SUPERVISOR

DEFINITION: Under general direction, provides technical oversight, coordination and supervision of the maintenance and operation of irrigation canals and related water resource projects; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Assigns and reviews work of equipment operators, engaged in the up grade, maintenance and operation of irrigation canals, water pumps, wind mills and other domestic water related projects; monitors and inspects field projects; assures conformance with prescribed engineering plans and designs; meets with and addresses concerns presented by local land users and communities; disseminates water use and canal systems information to the general public.

Plans, schedules and coordinates workstation projects; coordinates project completion with other departments and divisions engaged in water resources; procures supplies; develops cost specifications on equipment, tools and material purchases; oversees, monitors, maintains and secures inventory, equipment and supplies; coordinates annual management with Federal and state program offices.

Conducts field project surveys and drafting; conducts survey stakeouts; receives work requests from clients regarding windmills or land use permits; operates heavy equipment as needed; maintains general office by keeping records and files; prepares required reports; attends meetings and inservices; provides technical consultation to contractors or upper management.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of Federal, state and Navajo Nation laws, rules, regulations and guidelines related to irrigation projects, maintenance and upgrading.

Knowledge of Federal agencies that control or manage federal land usage.

Knowledge of vendors, markets, price trends, and specifications related to the grades and qualities of materials, supplies and equipment.

Knowledge of occupational health and safety rules, regulations, practices and procedures.

Knowledge of heavy equipment operation and maintenance.

Knowledge of supervision and administration methods and practices.

Skill prioritizing, assigning, reviewing and evaluating work.

Skill prioritizing and handling multiple projects simultaneously.

Skill in verbal and written communication.

Skill safely operating and maintaining heavy equipment and power tools.

Skill in coordinating projects with federal agencies.

Skill establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires extended hours and being on call; may include loading and unloading of heavy equipment, materials and supplies weighing up to 100 pounds.

THE NAVAJO NATION

Class Code: 4070
General Services and Maintenance Series
General Maintenance Management Group
Overtime Code: Non-Exempt
Pay Grade: 60

IRRIGATION SUPERVISOR

MINIMUM QUALIFICATIONS: A high school diploma or GED; and two (2) years of progressively responsible construction and maintenance of irrigation systems experience, one (1) year of which must be in a supervisory capacity.

SPECIAL REQUIREMENTS: Must possess a valid Commercial Driver's License, Class A with HazMat endorsement.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.